

## **City of Kirkland Planning Department Personal Wireless Service Facility Application Requirements – Eligible Facility Requests:**

### **Application Checklist**

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist.

### **Pre-Submittal Meeting**

- ☐ A meeting with a planner is required within the six months immediately prior to submittal.

### **Application**

- ☐ Supporting affidavits
- ☐ A completed Response to Substantial Change Criteria form

### **Fees**

- ☐ Payment to the City of Kirkland for the filing fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.

### **Plans**

Dimensioned plans, drawn at 1" = 20' or a comparable scale, showing the following information. For facilities to be located on an existing structure, some items below may be waived at the pre-submittal meeting.

- ☐ Location, type, dimensions, height, materials and color of the proposed or existing tower or structure
- ☐ Location, type, dimensions, height, number, color and technical specifications of proposed antennas
- ☐ Location, type, dimensions, gross floor area, height, materials and color of proposed equipment structure. Location of exhaust ports or outlets
- ☐ Location of existing and proposed power, telephone and other utilities serving the site
- ☐ Specific landscape, screening and fencing materials. Landscape plans shall include size, species, location, distance apart, plus irrigation and maintenance plans
- ☐ Proposed setbacks from property lines, nearest residential unit and residentially zoned properties.
- ☐ Location of adjacent roadways and proposed means of access
- ☐ Location and extent of any streams, wetlands, or landslide hazard areas on or within 100 feet of the underlying property
- ☐ Lot size and lot coverage calculations for the underlying property

### **Other**

- ☐ Dimensioned elevation drawings of the existing tower or structure showing the existing *and* proposed antennas, and equipment structures (at 1/8" = 1' or comparable scale)
- ☐ Photo simulations of the proposed facility from affected residential properties and public rights-of-way. Photos of the existing facility at the time of application, if the modification includes the addition of antennas. Identify all carriers using the facility
- ☐ A notarized letter signed by the applicant stating that the personal wireless service facilities will comply with all applicable federal and state laws, including specifically FCC and FAA regulations, and all City codes

- ☐ A written statement that the proposal complies with all federal guidelines regarding interference and ANSI standards as adopted by the FCC, including but not limited to nonionizing electromagnetic radiation (NIER) standards
- ☐ Copy of FCC license for service area or facility (whichever is applicable). The applicant, if not the personal wireless services provider, shall submit proof of a lease agreement with an FCC licensed personal wireless services provider if such provider is required to be licensed by the FCC
- ☐ Prior Approval. Copies of the land use or building permit approval that authorized the original installation of the tower or wireless facilities on the structure, along with any subsequent approval(s) granting modification to the tower or wireless facilities on the structure
- ☐ An assessment of noise that shows compliance with City noise standards if new equipment cabinets, generators, or any other ground equipment components are being proposed